

DODGE COUNTY EXECUTIVE COMMITTEE

November 6, 2018, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Sheahan-Malloy, and Schmidt.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Dodge County Clerk Karen Gibson; Emergency Management Director Amy Nehls; ERP Project Director Ross Winklbauer; Human Resources Director Sarah Hinze; County Board Supervisor Richard Greshay; and WBEV Radio Station Reporter Kevin Haugen.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

County Board Supervisor Jeff Berres voiced his concerns with a meeting that was held regarding the proposed purchase of a water rescue boat for the Dodge County Fire Association.

Motion by Maly, seconded by Marsik to approve the October 2, 2018, and the October 16, 2018 minutes as presented. Motion carried.

ERP Project Director Ross Winklbauer provided an update on the ERP Project. Mr. Winklbauer reported the following:

1. The Chart of Accounts (COA) was submitted to Tyler Munis on October 15, 2018, and Tyler Munis has provided the fix it report, and minimal changes are required. Testing of the data is tentatively scheduled for the week of November 5, 2018.
2. On October 15, 2018, there was a Kronos Integration teleconference with Tyler Munis, GFOA, and the Dodge County ERP Project Payroll Team to finalize the Statement of Work (SOW), and it went well. The SOW is expected from Kronos this week.
3. Sidney Woods from Tyler Munis was onsite October 2-4, 2018 to validate the Enterprise Asset Maintenance (EAM) Module, specific to the Highway Department. The Highway Department was pleased with how the workflow process will handle the day to day activities in the Highway Department.
4. A letter regarding the implementation of Vendor Self Service (VSS) will be mailed to active vendors on November 9, 2018. The VSS portal will allow vendors to view invoices, view 1099 data, track payment information, maintain and update business information. The letter will include the link for the VSS portal and registration instructions.
5. Mr. Winklbauer reported that currently, vendors can only register through the VSS portal.

There was no appearances before the Committee or discussion on Resolutions from other Counties.

Chairman Kottke reported that the agenda included an out-of-state travel request for two (2) Human Services and Health Department employees to travel to Clarinda Academy in Clarinda, Iowa, in November 2018, February 2019, and May 2019, for the purpose of visiting a youth that is placed at the facility. Chairman Kottke further reported that a memo was included in the packet materials. Motion by Maly, seconded by Frohling to approve the out-of-state travel request. Motion carried.

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Emergency Management Director Amy Nehls provided an oral update to the Committee regarding the Wisconsin Active Disaster Declaration. Ms. Nehls reported that Dodge County did not receive public assistance or individual assistance through FEMA, and she does not anticipate an appeal to the decision made by FEMA.

Ms. Nehls provided an oral report to the Committee regarding her attendance at the International Emergency Managers (IAEM) Conference that was held in Grand Rapids, Michigan, on October 19-24, 2018. Ms. Nehls reported that this was a good conference, and she attended meetings with FEMA, other state Emergency Management representatives, IACM representatives and lobbyists, and also attended a regional meeting.

Ms. Nehls provided an oral report to the Committee regarding the All Hazard Mitigation Grant. Ms. Nehls reported that Dodge County has received the All Hazard Mitigation Grant, and this grant needs to be updated every five (5) years. Ms. Nehls further reported that she attended a towns association meeting in October 2018, in which she explained the grant process, and a survey was handed out. The updated grant will be submitted to FEMA.

Dodge County Clerk Karen Gibson provided an oral report to the Committee regarding the November 13, 2018 County Board meeting. Ms. Gibson reviewed the document entitled *2018 November Resolutions as of October 30, 2018* that was included in the Executive Committee packet materials. Ms. Gibson reported that the Land Resources and Parks Committee met on November 5, 2018, and will have items on the agenda. Ms. Gibson further reported that the County Board packet materials will be mailed on November 7, 2018, and the agenda and packet can also be found on the county website.

County Administrator Jim Mielke provided an oral report to the Committee regarding County Bonds & Liability Coverages. Mr. Mielke reported that he is planning a presentation at the December 4, 2018 Executive Committee meeting by Bill Evans, of Robertson Ryan & Associates regarding - recommendations for coverage limits for various 2019 policy renewals. Mr. Mielke further reported that the overall goal is to consolidate policy renewal dates, and update coverages to insure proper limits are in place.

Mr. Mielke provided an oral update to the Committee regarding the recruitment of the Clearview Executive Director. Mr. Mielke reported that there has been an accepted offer, and a Resolution will be presented to the Health Facilities Committee at their November 7, 2018 meeting for the confirmation of the Clearview Executive Director. The Resolution will be forwarded to the County Board for consideration at their November 13, 2018 meeting. Mr. Mielke further reported that the anticipated start date of the new Clearview Executive Director is January 2, 2019.

Mr. Mielke provided an oral update to the Committee regarding the recruitment of the Information Technology Director. Mr. Mielke reported that the recruitment process will conclude on November 9, 2018, and an update will be provided to the Information Technology Committee at their November 13, 2018 meeting. The goal is to present a Resolution to the County Board at the December 18, 2018 meeting, and an anticipated start date of January 2019 for the Information Technology Director.

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Mr. Mielke provided an oral update to the Committee regarding the 2019 Health Insurance Transition to Dean Health. Mr. Mielke reported that open enrollment concluded on October 26, 2018, and the deadline to provide bank information for individual Health Savings Accounts to the Human Resources Department is December 14, 2018.

Mr. Mielke reported that he will be out of the office on November 15, 2018, and possibly November 16, 2018.

Corporation Counsel Kimberly Nass reported the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass reported on activities from the Taxation Committee. Ms. Nass reported the following:

- The 2019 In Rem Petition was filed on October 31, 2018 by the Dodge County Treasurer, and the redemption date is January 11, 2019. There are 26 parcels subject to foreclosure.
- Dodge County is still working with the Village of Randolph on 004 parcel and 006 parcels and a proposed agreement and resolution regarding the parcels plus the three (3) additional parcels has been provided to the Village of Randolph Attorney.
- A lease agreement is in place on the 004 parcel and 006 parcel in the Village of Randolph with the business that was operating out of the buildings prior to the County's foreclosure.

Ms. Nass reported that Dodge County continues to work with Monarch Development, LLC to finalize the agreement for the remaining Monarch lots.

Ms. Nass reported that she has no new information regarding the Wisconsin Counties Association Opioid Action.

Ms. Nass provided an oral update to the Committee regarding the proposed agreement between the Dodge County Fair Association and Dodge County regarding the Youth Building. Ms. Nass reported that the final version of the Resolution will be presented to the Building Committee at their December, 2018 meeting, and then forwarded to the County Board for consideration at their December 18, 2018 meeting. Ms. Nass further reported that there have been many meetings with 4H representatives and the Dodge County Fair Association.

Ms. Nass provided an oral report to the Committee regarding the Town of Williamstown/Village of Kekoskee Cooperative Plan. Ms. Nass reported that the cooperative plan was approved by the Wisconsin Department of Administration on October 4, 2018, and there is no longer a Town of Williamstown. Ms. Nass further reported that the City of Mayville has filed two (2) law suits, and she will be meeting with the Village of Kekoskee and the Dodge County Highway Department to discuss such items as roads and ATV routes.

Ms. Nass provided an oral update to the Committee regarding the Glacier Ridge Landfill Expansion – City of Mayville v. Waste Facility Siting Board et al.; Dodge County Case No. 18CV400. Ms. Nass reported that Dodge County has two (2) appointments on the negotiation team, and the case involves the number of representatives the City of Mayville is allowed to appoint to the local committee for the expansion of the landfill. Ms. Nass further reported that Supervisor Marsik and Supervisor Greshay are currently the County's members of the Local Siting Committee.

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Supervisor Frohling provided an oral report to the Committee regarding his attendance at a Wisconsin Counties Association Personnel, Finance, and County Organization Steering Committee meeting that was held on October 25, 2018, in Stevens Point, Wisconsin. Supervisor Frohling reported that some topics discussed were open records request copying fees, payment in lieu of taxes, Dark Store, election security, and TIF legislation.

The next regular meeting is scheduled for **Tuesday, December 4, 2018, at 8:00 a.m.**

Chairman Kottke asked the Committee members to look at their calendars to determine availability for the February 2019 meeting because he and Supervisor Frohling are unable to make the February 5, 2019 meeting.

Motion made by Marsik, seconded by Schmidt to convene in closed session.

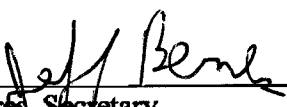
Before voting on the motion, Chairman Kottke announced to all present that the purpose of the closed session will be to consider performance evaluation data of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James E. Mielke, Dodge County Administrator, and that Section 19.85(1)(c), of the *Wisconsin Statutes*, authorizes the closed session.

A roll call was taken. Motion carried by unanimous vote of all members present, at 9:02 a.m.

There was consideration, deliberation, and discussion concerning performance evaluation data of a public employee over which the Committee has jurisdiction and exercises responsibility, namely, James E. Mielke, Dodge County Administrator.

Motion by Frohling, seconded by Maly to reconvene in open session, at 10:17 a.m.

Motion by Schmidt, seconded by Frohling to adjourn the meeting at 10:18 a.m.



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.